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Special Assistant DD/A

28 July 1954

Executive Officer, Security Office

Non-OTR Training

1. Reference is made to the memorandum dated 21 July 1954 from DTR on the above subject. In compliance with your request, information is submitted concerning the formal training conducted by or within this office.

2. During the fiscal year 1954, the following training was provided:

(a) Special Security Division Investigative Training, a three weeks' training course, was given from 3 to 20 August 1953 (Course #15 -- 13 students) and from 15 to 30 March 1954 (Course #16 -- 12 students) to Investigators in that Division. This was classroom training. The objective was to train Investigators who would operate [redacted] assignments in the handling of cases, in accordance with the specialized methods and procedures established in the Security Office. There were approximately 16 instructors in this training course, most of them being supervisors within the Security Office who gave lectures on the subjects within the scope of their activities. Two instructors were from the Office of Training.

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(b) Security Office specialized training for Security Officers was given in addition to the operational training provided by the Office of Training. This was for persons who were being prepared for assignment overseas as Security Officers. The training was individual in nature and each person was given sufficient training, usually of one month's duration, with the objective to prepare each Security Officer to perform his specialized functions in his assignment in accordance with methods and procedures established by the Security Office. The number of instructors utilized varied from a few to possibly 20, depending upon the length of the training given. During the fiscal year 1954, 22 persons were given training under this program.

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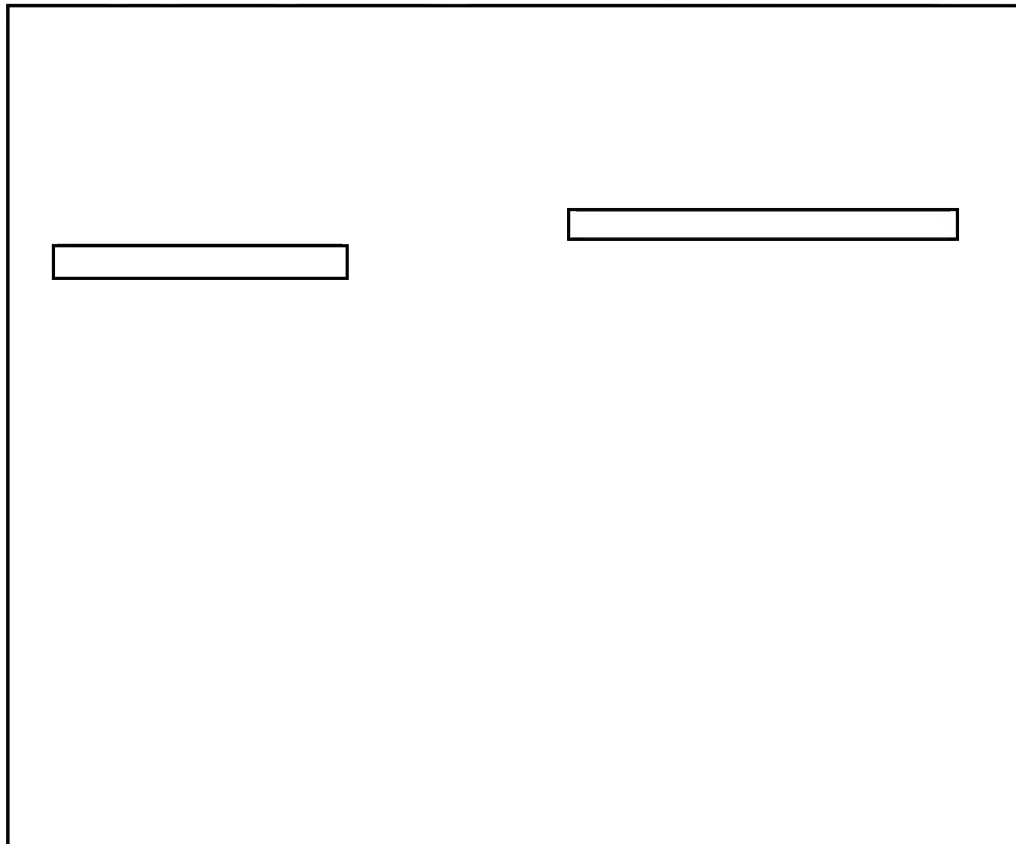
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(e) A Security Office Indoctrination for Office of Communications Security Division personnel was given 24 to 28 May 1954 (1/2 day each day) to 10 persons from that office. The objective of this program was to train Communications Office personnel who were assigned to Security Officer duties, in addition to their regular tasks, in the methods and procedures considered to be essential for the security of an overseas [redacted] installation. This program utilized one instructor full time and nine instructors on a part-time basis.

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(f) Security Office Orientation for Office of Training/BTP Instructor Personnel was given 15 and 16 February 1954 to 15 persons. This was classroom type training. The objective was to familiarize the instructors with the mission, organization and responsibilities of the Security Office. One full-time instructor and six part-time instructors were utilized during this course.

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(g) A Security Office Orientation for the BIC (I) Instructors was presented on 17 June 1954 to eight instructors. This was a classroom type presentation with the objective to familiarize the BIC (I) instructors with the mission, organization, and responsibilities of the Security Office. One instructor was utilized in this program.

(h) The regular Polygraph Training during the fiscal year 1954 was given to [redacted] Branch staff members and [redacted] on

[redacted] The course included 6 weeks academic instruction and 18 weeks supervised on-the-job training. Three instructors full time were used for this training, in addition to one guest lecturer for six hours. The objective was to provide the students with knowledge of [redacted] polygraph techniques and activities.

(i) The Physical Security Branch, Security Division, provides Agency Firearms Training. This training, which is given to Security Officers, Couriers, Security Patrol members and other Agency personnel is given on an individual basis and includes both classroom and range activities. The objective of this program is to either familiarize or qualify certain individuals in the use of one or several small arms. Two instructors are utilized in this program on a part-time basis. During fiscal year 1954, 317 persons were provided training in a total of 935 sessions on the familiarization and use of various small arms. The average time per session was two and one-half hours. Various non-CIA range facilities were used for this purpose.

(j) The Physical Security Branch, Security Division, conducts a weekly security indoctrination of two hours' duration for new employees and returnees, with the objective to familiarize these persons with basic security practices. The presentation is of a classroom type. During fiscal year 1954, there was an average of 35 persons so indoctrinated each week. Two instructors were utilized during this two-hour period.

(k) In addition to the above training, the Training Staff of the Security Office conducts frequent individual briefings on Security Office functions, responsibilities and procedures for various individuals outside the Security Office having a need for this type of training. These briefings last from one hour to several days.

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3. During the fiscal year 1955, the following training is anticipated:

(a) It is expected that two SSD Investigator classes will be conducted during this period with approximately 16 students in each class. The type of training, duration, training objective and number of instructors will be similar to those in the course described in Paragraph 2(a) above.

(b) It is expected that during this period approximately 20 Security Officers will be processed under the Security Officer Training Program with the type, duration and objective of training being similar to those described in Paragraph 2(b) above.

(c) It is expected that one Special Security Division Technical Training Course will be provided for covert Special Security Division Investigators in the field during this period. The type of training, duration and objectives of this course will be similar to those described in Paragraph 2(c) above.

(d) It is expected that in-service training for the covert Special Security Division Investigators in the field will be provided during this period on the basis of one course of two weeks' duration every three months. The type of training and the objective will be similar to those described in Paragraph 2(d) above, and the size of each class is expected to be approximately 16 students.

(e) It is expected that at least [redacted] Branch, Security Division, personnel and at least [redacted] [redacted] will be provided with the 6 weeks' academic training and 18 weeks' on-the-job training during this period. The objective of this program will be similar to that described in Paragraph 2(h) above.

(f) It is anticipated that the Agency Firearms Training program conducted by the Physical Security Branch, Security Division, will be continued, with this training being of the same type and having the same objective as described in Paragraph 2(i) above. According to the record, as reflected in fiscal 1954, it is anticipated that 400 persons will receive this type of training, with the same number of instructors as in fiscal '54.

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(g) It is expected that the Security Office Indoctrination program will continue with the same type, duration and objective during fiscal 1955 as described in Paragraph 2(j) above. It is anticipated that the weekly two-hour session will have attendance of 25 to 30 individuals.

(h) In addition to the above training, it is expected that there will be a continued increase in the orientation type of training conducted by the Training Staff of the Security Office on the subject of the Security Office policies, procedures and techniques. It is expected that this will be offered both to small groups and on an individual basis to various Agency personnel outside the Security Office.

SO/HJC:ewd(28 July 1954)



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